

**TOWN OF DAVIE
TOWN COUNCIL AGENDA REPORT**

TO: Mayor and Councilmembers

FROM/PHONE: Mark Alan, Director of Human Resources Management 954.797.1169

SUBJECT: Resolution

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING JOB CLASSIFICATION TITLE, JOB CLASSIFICATION SPECIFICATIONS, AND SALARY RANGE FOR THE CRIME SCENE TECHNICIAN JOB CLASSIFICATIONS AND PROVIDING AN EFFECTIVE DATE.

REPORT IN BRIEF: The adoption of this resolution will enact and formally establish title, specifications/description, and salary range for the indicated job classification and will establish an effective date. The adoption of this resolution is necessary since pursuant to current Personnel Rules and Regulations of the Town of Davie, Rule III, Section 7 and Rule IV, Section 2, new or revised job classification specifications and salary range adjustments will be submitted to the Town Council for approval.

The development of the title, specifications, and salary range for the indicated job classification followed a Police Department request which indicated that the Police Department has grown to a point at which there is now a need for such a job classification. The establishment of a new job classification title and job classification specifications/description is necessary in order to accurately reflect the general statement of the job classification as well as specific duties and responsibilities, essential job functions, minimum requirements, and performance indicators for the specified job classification. The establishment of an associated salary range of the specified job classification is necessary in order to appropriately compensate individuals employed in this job classification when competitive market conditions and internal equity issues are taken into consideration. Attached is a memorandum from Human Resources Analyst Maureen Sealy regarding her analysis relative to these issues which recommends the 809 salary range (\$32,337 -\$43,335 annually). The following includes some of the factors generally considered during the analysis for the development and establishment of job classification titles, job classification specifications, and salary ranges: 1) Job tasks (qualitatively/quantitatively); 2) Task significance, variability, and difficulty; 3) Knowledge/skill variety; 4) Level of autonomy; 5) Interaction (co-worker, supervisory); 6) Span of control; 7) Work unit size; 8) Size of organization.

PREVIOUS ACTIONS: Not Applicable

CONCURRENCES: Not Applicable

FISCAL IMPACT: Not Applicable

RECOMMENDATIONS: Motion to approve the Resolution

Attachment(s):

- Resolution
- Exhibits "A"

- memorandum regarding analysis

reso03.007 cm09/03/03

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING JOB CLASSIFICATION TITLE, JOB CLASSIFICATION SPECIFICATIONS, AND SALARY RANGE FOR THE CRIME SCENE TECHNICIAN JOB CLASSIFICATIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, job classification specifications, job classification title, and salary range of must be added in order to provide for a need identified in the Police Department; and

WHEREAS, it is recommended that the classification and compensation plan be amended to enact and formally establish the job classification title, job classification specifications, and salary range for the Crime Scene Technician job classifications; and

WHEREAS, it is in the best interest of the Town to enact said amendments to the classification and compensation plan.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council of the Town of Davie does hereby authorize the amendment of the Town of Davie classification and compensation plan by approving the Crime Scene Technician job classifications title and the job classification specifications herein incorporated as exhibits "A" at the annual salary range of 809 (\$32,337 -\$43,335).

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2003

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS ____ DAY OF _____, 2003

EXHIBIT A

CLASS SPECIFICATION

CRIME SCENE TECHNICIAN

GENERAL STATEMENT OF JOB

This is responsible work of more than average difficulty performing technical duties requiring specialized knowledge, training and work experience in crime scene investigation.

Employees in this classification are responsible for identifying, collecting, classifying, preserving, and transporting of physical and trace evidence such as latent prints, blood and body fluids, projectiles, hairs, fibers, clothing, bedding, weapons, casts of impressions and any objects deemed to have evidentiary value. Major crime scenes include, but are not limited to suicides, suspicious deaths, aggravated assaults/battery, arsons, armed robberies, auto thefts, burglaries, child abuse, elderly abuse, traffic fatalities, and sexual batteries. Work involves photography, sketching, plaster cast construction, latent fingerprint detection and processing, maintenance of evidence continuity, and testifying in courtroom prosecution. Duties require the use of technical skills and judgment in recognizing materials that can significantly assist in solving crimes and prosecuting offenders. Employees in this classification occasionally work with contaminated, corrosive or explosive materials. Employees in this class may be required to work on shifts with variable hours or of an extended duration. Work may also require 24 hour call-out availability based upon the size and scope of a crime scene.

Work assignments are normally received in general outlines. Employees develop work sequences within established methods and procedures, and exercise considerable initiative and independent judgment in performing work. Work is reviewed and evaluated by a law enforcement supervisor for conformance with departmental directives and policies, through direct observation, in conferences with the employee, and through work records and reports.

ILLUSTRATIVE EXAMPLES OF WORK

Essential Job Functions

Photographs and video tapes major crime scenes using 35 mm cameras, video cameras, and digital camera imagery; develops and prepares photographic enlargements for latent prints, shoe impressions, etc.

Collects, packages, transports and submits evidence within prescribed standard operating procedures; transports evidence to appropriate crime labs - Broward Sheriff's Office, Florida Department of Law Enforcement or the Federal Bureau of Investigation, for scientific laboratory analysis; ensures that the necessary forms are prepared and processed.

Attends and documents autopsies via photography/videotape; collects and packages evidence such as hairs, fibers, clothing, finger and palm prints, fingernails, and body fluids from decedent at autopsy to be placed into evidence.

Crime Scene Technician

Locates and recovers latent prints using fuming techniques, powders and chemicals, and photographic techniques.

Locates, collects and enhances blood and body fluids, including blood splatter diagrams and photographs.

Locates and recovers projectile evidence, including the determination of origin of the projectile.

Casts impressions of tire, tool and shoe.

Prepares exhibits for case prosecution including photographs, crime scene diagrams, casts of impressions, etc.

Produces crime scene drawings and sketches manually to record location of all evidence; utilizes computer software program for final drawing of crime scene.

Prepares written reports of crime scene investigation and submits findings to law enforcement superior.

Maintains continuity of evidence.

Testifies in depositions and court proceedings regarding the finding and processing methods used to gather evidence at the crime scene.

Operates crime scene investigation vehicle to perform assigned duties.

Additional Job Functions

Performs related duties as required.

Crime Scene Technician

MINIMUM TRAINING AND EXPERIENCE

1. Possession of a High School Diploma or GED, and graduation from a crime scene technology program; supplemented by one (1) year of investigative experience; or an equivalent combination of training and experience which provides the required skills, knowledge and abilities. Possession of proof of passing an approved Basic Crime Scene processing course or equivalent plus the basic FBI Fingerprint Classification Course preferred.
2. Possess a valid Florida Driver's License.

SPECIAL REQUIREMENTS

Candidate must have passed an approved Basic Crime Scene processing course or equivalent plus the basic FBI Fingerprint Classification Course prior to the completion of the six (6) month employment.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Ability to bend, stoop, crouch, crawl, walk long distances, access heights or areas where limited space is available in order to perform daily job duties as needed at individual crime scenes. Ability to lift and move heavy objects in the performance of daily work duties. Physical demand requirements are in excess of those for Sedentary Work. Ability to work for extended periods of time under hot and humid conditions, inclement weather, and in odorous and offensive environments.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments, or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, forms, reports, court orders, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Crime Scene Technician

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including law enforcement terminology and emergency response codes. Ability to present court testimony clearly and concisely.

Numerical Aptitude: Requires the ability to utilize mathematical formulae, to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have sufficient levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of the principles and practices of scientific criminal investigation. Has considerable knowledge of law enforcement practices and requirements for accurate collection, identification, preservation and presentation of physical evidence. Has knowledge of general science and its applications to criminal investigative work. Has knowledge of photographic techniques and operation of various cameras and video equipment used in crime scene investigation. Has knowledge of standard fingerprint identification, classification and preservation techniques. Has knowledge of geography, physical, social, and economic characteristics of the Town of Davie. Skilled in the operation of basic police laboratory, photographic/video and measuring equipment. Ability to perform investigative procedures in diversified surroundings such as homes, businesses, fields, roadways, and vehicles. Ability to prepare accurate and complete reports of findings. Ability to accurately diagram crime scenes both manually and via computer software. Ability to use a

Crime Scene Technician

personal computer and appropriate software programs in order to complete work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibility as described under "Illustrative Examples of Work."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to high management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

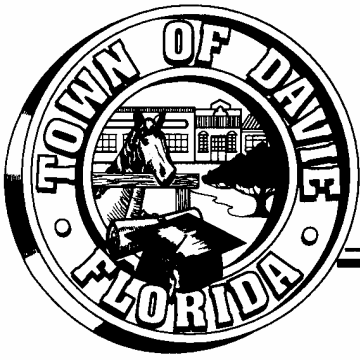
Relationships with Others: Establishes and maintains effective working relationships with fellow employees, Town Officials, Law Enforcement Agencies, State Attorney's Office, Medical Examiner's Office, and the general public. Shares knowledge with supervisors and staff for mutual and Town benefit. Contribute to maintaining high morale among Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image.

Crime Scene Technician

Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will with the Town.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housing keeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Maintains standards. Maintains a clean and orderly workplace.



Administration 797-1030
Town Clerks Office 797-1020
Budget & Finance 797-1050
Parks & Recreation 797-1145
Development Services 797-1111
Human Resources 797-1100

Engineering 797-1113
Fire Department 797-1211
Police Department 693-8200
Public Works 797-1240
Utilities 433-4000
Planning & Zoning 797-1103

Town of Davie

6591 Orange Drive Davie, Florida 33314-3399

(954) 797-1000

TO: Mark Alan

THRU: El pagnier K. Hudson

FROM: Maureen Sealy

DATE: August 21, 2003

SUBJECT: Creation of New Title of Crime Scene Technician

Attached is a draft of the specification for the new title of Crime Scene Technician with a recommendation for Grade 809 (\$32,337 - \$43,335) in the Federation of Public Employees White Collar Unit pay plan. This recommendation of pay grade 809 (\$32,337 - \$43,335) is based on the following:

- This recommendation provides parity with Zoning Clerk which is the other position of similar levels of responsibility, education and skill requirements within the Town.
- This recommendation is competitive with other agencies having similar positions. Please find attached a salary analysis of surrounding agencies having positions of similar levels.

The above findings indicate that the average starting and ending salaries for comparable positions in eight (8) surrounding cities are \$30,760 and \$45,390 respectively. Though the minimum salary of recommended salary range of \$32,337 - \$43,335 is above that of the average, the maximum salary falls within the range of the surrounding cities. The above average entry level salary will allow the Town to successfully compete with surrounding municipalities for candidates.

Based on the above information, Grade 809 (\$32,337 - \$43,335) is recommended for the new position of Crime Scene Technician.

Attachment

CITY	TITLE	MIN. SALARY	MAX. SALARY
Palm Beach	Crime Scene Evid. Tech II	\$33,697.00	\$51,639.00
Palm Beach Gardens	Crime Scene Tech.	\$30,056.00	\$47,736.00
Plantation	Crime Scene Tech.	\$32,725.00	\$43,951.00
Jupiter	Crime Scene Tech.	\$30,280.00	\$45,421.00
Coral Springs	Crime Scene Tech.	\$29,000.00	\$41,000.00
Pembroke Pines	Crime Scene Tech.	\$30,180.00	\$44,241.00
BSO	Crime Scene Tech.	\$29,148.00	\$43,064.00
PBC Sheriff Office	Evidence Technician	\$30,996.00	\$46,068.00
AVERAGES:		\$30,760.25	\$45,390.00